

SECRET

Chief, Management Staff

22 August 1956

25X1A9
A

Chief, O&M Staff (DD/P Area)

Area Weekly Report for Period 16 August 1956 Through 22 August 1956

1. Accomplishments**a. T/O's Processed:**

	<u>Examiner</u>	<u>Control Number</u>	<u>Org. Element</u>	<u>No. Positions</u>
25X1A9A	<input type="text"/>	(1) 943	PP	2
		(2) 944	FE	2
		(3) 946	NEA	1
25X1A9A	<input type="text"/>	(4) 956	NEA	1
		(5) 959	FE	2
25X1A9A	<input type="text"/>	(6) 954	FE	2
		(7) 957	EE	2

b. Other:

	<u>Examiner</u>	
25X1A9A	<input type="text"/>	(1) Training Schedule for DD/P Management Staff developed for FY 1957

2. Current Assignments

	<u>Examiner</u>		
25X1A9A	<input type="text"/>	(1) MS-888, OC, Supplemental Program Div. T/O,	25X9A 2
		(2) MS 6-44, Administrative Burden at Small Stations	
25X1A9A	<input type="text"/>	(3) MS 6-42, CS Information Reports Distribution Analysis and Procedures	
		(4) MS-931, PPC Revised Hqs T/O, <input type="text"/> Positions	25X9A 2

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(5) ES-1854, Cover Improvements for Staff
Employees and Staff Agents Terminal Processing

(6) MS 6-50, ES-2298, Pouch Registering Procedure

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(7) MS-923, DDI/FE, Establishment of One Position
at (also MS-942)

(8) MS-934, TSS, Realignment of FE T/O, Positions

(9) MS 5-38, T/O System Analysis, Manpower Control

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(10) MS-952, OC, Establishment of 1 Position in Hqrs.
Signal Center

(11) MS-953, OC, Reorganization of Engineering Divi-
sion, Positions

(12) MS-955, FE, Transfer of one ceiling from FE to
NEA and Deletion of one FE Position

(13) MS-945, FE, Transfer Position BF 222, UV to V

(14) MS-963, WH, Reclassification of one position,

(15) MS 6-30, DD/P Forms Program

(16) MS 6-34, DD/P Reports Management Program

(17) MS 6-46, DD/P Business Machines Facilities

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